

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

12/19/05  
Revised

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**TITLE: UTILITIES SENIOR ENERGY TRANSACTIONS ANALYST**

**DEFINITION**

Under general supervision, to perform professional level review, analysis, confirmation, recordation and processing of invoices and settlement statements related to obligations under contracts, agreements, policies and procedures administered by the Power Resources Division; and to do related work as required.

**REPORTS TO:** Utilities Power Resources Manager or other higher level management staff as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Utilities Power Resources Manager or other higher level management. May provide lead direction to lesser-experienced Utilities Energy Transaction employees, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Perform analyses and assessments related to proposed power and power-related transactions, including determinations and recommendations with respect to the existence of policies, procedure and systems necessary to properly verify, settle, record, and process all pertinent transaction information and charges.
- Compile, verify and confirm transaction information for the purpose of verifying volumes and charges, contract compliance and amounts due or owing.
- Provide authorization for payment or invoicing of amounts due or owing.
- Assist in the development of goals, objectives and strategies related to existing and proposed transactions in general, and the settlement of those transactions in particular.
- Provide back up assistance to the Utilities Energy Transaction Analyst as required.
- Initiate, resolve and reconcile disputes pertaining to physical and financial transactions involving capacity, energy, transmission, ancillary services, administrative and other resource and financial instrument related charges.
- Communicate orally and in writing with a diverse range of counterparts, as well as Power Resources management and staff regarding recommended and actual transaction volumes, charges and payment obligations.
- Identify, design, implement and provide ongoing support related to software tools necessary or desirable for optimal performance of the settlements function.
- Provide frequent communication and coordination of information related to long-term resources.
- Create, compile and distribute reports related to rates, charges, policies and procedures in connection with the settlements function.

**QUALIFICATIONS**

**Knowledge of:**

- Term trading, prescheduling, real-time scheduling, transaction settlements and risk management.
- Historical and restructured electric utility planning, trading, operating, risk management and transaction settlement practices.
- Basic bulk power electric system theory and practices including control area operations; Western Systems Coordinating Council policies; long-term resource planning; term, prescheduled, and real-time scheduling and scheduling practices; and generating and transmission resource characteristics.
- Power contract, tariff and protocol interpretation and application.
- Contemporary word processing, spreadsheet, database and graphical presentation software packages for purposes of designing and implementing software processes necessary for optimal settlement of transactions.

**Ability to:**

- Interpret, review, analyze, confirm, record and process invoices and settlement statements related to obligations under contracts, agreements and tariffs in accordance with established policies and procedures.
- Maintain accurate invoice and settlement data records to be utilized for power supply planning, operations, contract administration, budget preparation, audit functions, marketing and trading efforts.
- Accurately coordinate, interpret and apply the provisions of complex contracts, agreements, tariffs and protocols.
- Identify, research and recommend corrective measures with regard to deficiencies in or enhancements of the transaction settlement process.
- Demonstrate superior oral and written communication skills.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree (120 semester units) in business administration, electrical engineering, economics or other relevant discipline.

Experience: Three years of electric utility experience in system operations, resource planning, power contract administration or transaction settlements. Such experience should include the utilization of contemporary personal or network computer software to manage and analyze large volumes of data. Two years of education may be substituted with relevant electric utility experience on a year-for-year basis.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Senior Energy Transactions Analyst

**TO:**